

Passwords

Passwords give you access to your computer and state information/systems. Following a few password tips can help protect state resources from unauthorized access.

Keep It Secret!

- Don't put your password on a post-it note next to your computer.
- Never let anyone look over your shoulder while you enter your password.
- Don't share your password with a co-worker, manager or family member.

Change It!

- Change your password every 60 days.
- Change your password if you think someone else knows it.

Be Unique!

- Use a password that is at least 8 characters long.
- Use a mix of punctuation marks, letters & numbers.
- Never use a word, even spelled backwards.
- Never use personal information in a password—such as your social security number or birth date.
- Don't use the same password for home and work accounts.

Just Say No!

- If you get an email asking to verify your password.
- If a program offers to "remember" your password.

Sources: DAS Information Security Office, SANS, US-CERT, University of Michigan

Information Security Office internal website <http://intranet.iowa.gov/iso/index.html>

Information Security Office external website <http://secureonline.iowa.gov/>